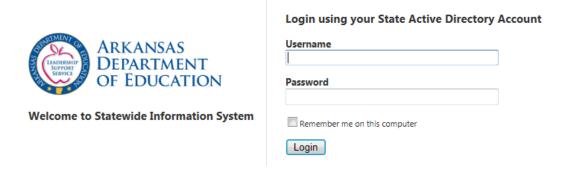
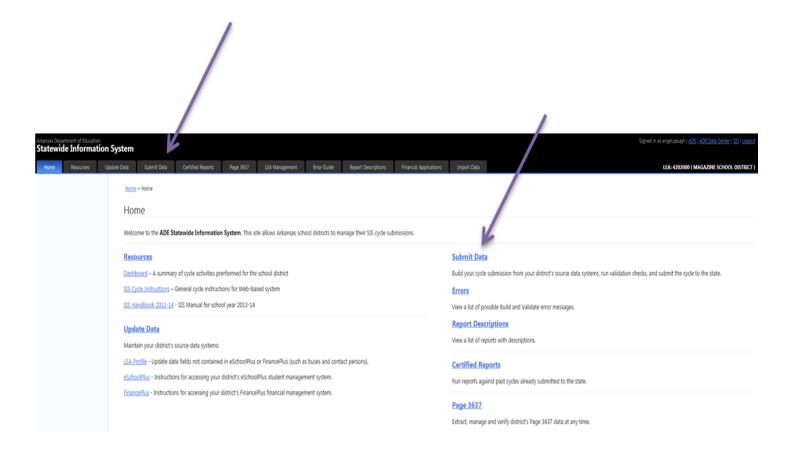
Web-based SIS Cycle Resubmission Guide

Steps for making cycle resubmission requests

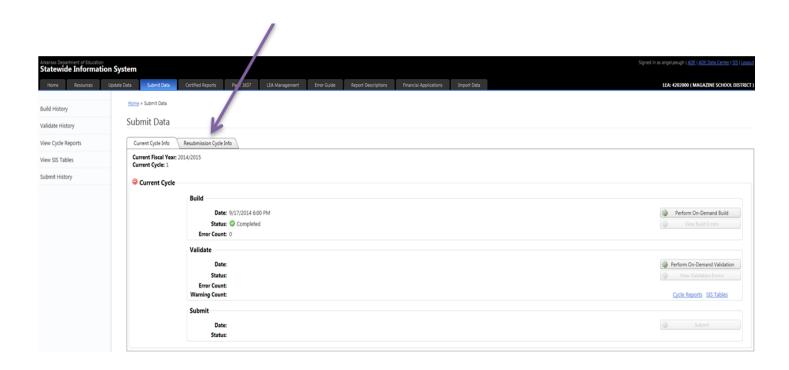
- Visit https://adesis.arkansas.gov/ to arrive at the ADE SIS Login page.
- On the ADE SIS Login page, enter your 'Username' and 'Password' using your State Active Directory Account information.



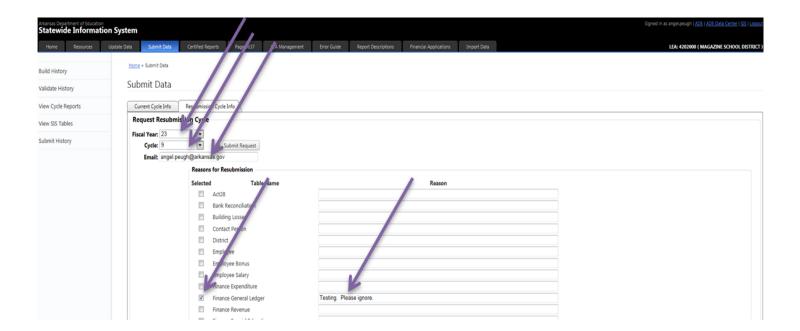
- You are now on the home page of the Arkansas Department of Education Statewide Information System.
- To access your cycle information you must click on the 'Submit Data' tab or the 'Submit Data' link.



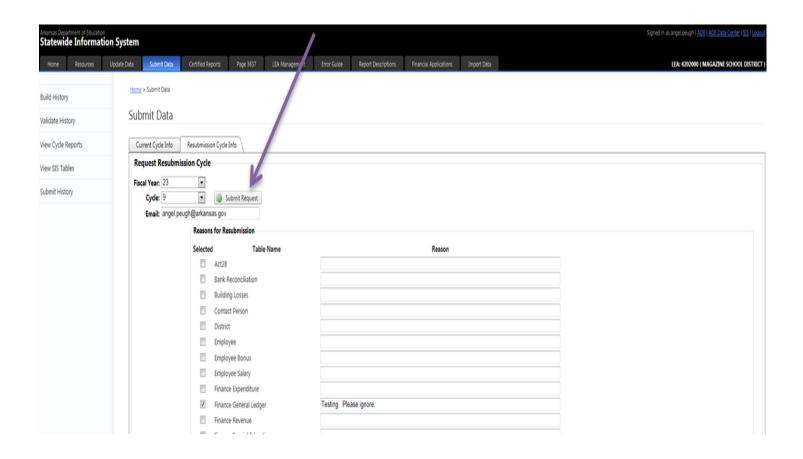
• To access your resubmission request, click on the 'Resubmission Cycle Info' tab.



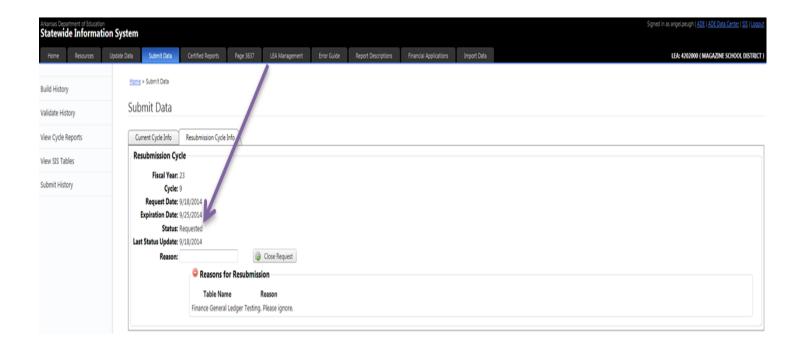
- To send in a request for a cycle resubmission you must provide the following information:
 - o Fiscal Year of the requested resubmission
 - Cycle of the requested resubmission
 - o Email address of the person who is requesting the resubmission
 - Select the table that is involved
 - Provide a reason for the resubmission



• After you have completed all of the required information simply click on the 'Submit Request' button.



• You will now see the information that you submitted, and that the status of your Cycle Resubmission Request is 'Requested'. Remember this is only a request and no actual processing has begun yet.



• After your resubmission request has been approved by the programming staff you will receive an email informing you of the approval to the email address that you entered when you submitted your request. If the request has been denied you will receive notification regarding that as well.

Cycle 9 Resubmission Request Approved

ADESIS.programmers
Sent: Thu 9/18/2014 3:03 PM
To: Angel Peugh (ADE)

This message is to inform you that the resubmission request for cycle 9 has been approved until 9/25/2014.

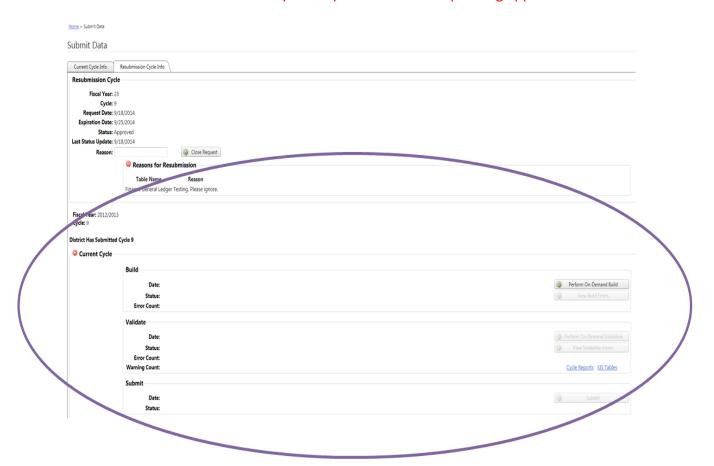
LEA #: 4202000

· LEA Name: Magazine School District

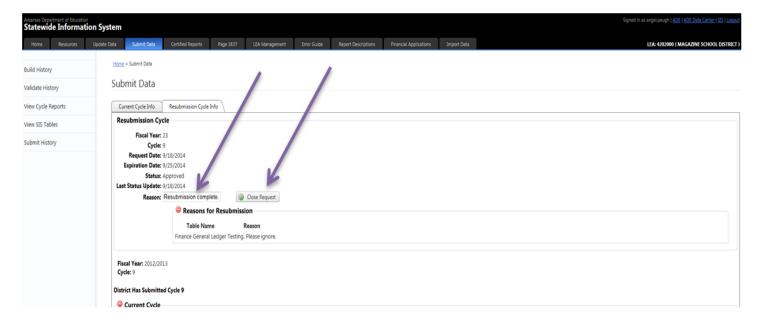
Please proceed with your resubmission at your convenience.

Angel Peugh on behalf of ADESIS.Programmers Division of Research & Technology Arkansas Department of Education Little Rock, AR 72201

- You will now see that the requested district is available to 'Perform On-Demand Build', 'Perform On-Demand Validation', and 'Submit' like a normal cycle submission.
- Please note that the data submission controls will not appear until your request is approved. If you do not see the data submission controls your request is either still pending approval or was denied.



- After completing the cycle submission process, i.e. the "Perform On-Demand Build", "Perform On-Demand Validation" and "Submit" processes completed without error, if a resubmission is needed for another cycle the current request will need to be closed before requesting a resubmission for the other cycle. If no other cycle needs to be resubmitted, the request will expire and be closed automatically.
- Closing the request before you submit the data will result in being unable to process the resubmission. Do not close the request unless you are finished with the cycle for which the resubmission was requested.



• The Resubmission Request is now available again if needed. You will also see that the status of your resubmitted cycle is now set to 'Closed'.

